

DEPARTMENT OF HUMAN SERVICES
REQUEST FOR PROPOSAL FOR JOBS PROGRAM
HOW/FIA-18-001-S

QUESTIONS AND RESPONSES #1

Question 1: In the RFP for the Jobs Program in Howard County, there is no reference made to the font or font size to be used in writing the Technical Proposal, nor as to the page margins to be used, nor as to any limits on the number of pages to be submitted. **Does this mean that we can use any font size, any page margins, and any page length for the Technical Proposal?**

Response: Yes, although at least 11 point font is preferred.

Question 2: In the RFP attachments, there are several that, at the end of the attachment, there is the following statement: "Submit with proposal" (e.g., "MBE Utilization and Fair Solicitation Affidavit," "Living Wage Affidavit," "Conflict of Interest Affidavit," etc.). **When you state "Submit with proposal," do you mean submit with the Technical Proposal or submit with the Financial Proposal?**

Response: Attachments C, D-1A, D2, F-1, H and L shall be submitted with the Technical Proposal. Attachment B is submitted with the Financial Proposal.

Question 3: In RFP "Section 4- Procurement Instructions" (pages 37-48), there are reference(s) to a number of "attachments" that "must be submitted with Proposal." Again, **do you mean the Technical Proposal or the Financial Proposal?"** Also, **can you provide us with a complete list of the required attachments to the Technical Proposal?**

Response: See Question 2. All attachments are included with the RFP.

Question 4: **As per the RFP price sheet, will the awardee be capped by the number of payments per payout points or can the awardee earn the full contract award by any combination of outcomes? For example, if the awardee exceeds the comprehensive assessment goal but does not meet the WPR, can the additional assessment payments be earned as long (as) it does not exceed total dollars available?**

Response: No

Question 5: **Please, list all the current centers and their addresses.**

Response: Howard County Department of Social Services
7121 Columbia Gateway Drive, Columbia, MD 21046

Question 6: The RFP says that the County will be responsible for paying rent for the service provider, but we are asked to identify our locations. **Is the expectation that we will co-locate in the current centers or should we pursue other space?**

Response: Contractors will co-locate at HCDSS.

Question 7: **Should company letterhead be used for references?**

Response: The individual or company submitting the reference should do so on its letterhead.

Question 8: **Is employment limited to Howard County or can a client be employed elsewhere?**

Response: No, employment is not limited to Howard County. A client can be employed anywhere.

Question 9: **What is the total value of Bus Passes and Gas Cards?**

Response: Bus Passes are valued at \$13.50. Gas Cards are valued at \$25.00.

Question 10: **How often can the clients receive gas cards?**

Response: Clients may receive gas cards as needed.

Question 11: Under Section 2.2, page 8, are you stating that you have 1200 clients total, not monthly? If you are then, would the Contractor be allowed to go over those totals?

Response: There are 1200 total clients. No, you may not go over this total.

Question 12: **What is the process for the MBE goal to be waived?**

Response: If recommended for award, the procurement officer will review the waiver request. The Offeror will be required to document and demonstrate the due diligence required to locate subcontracting opportunities. Failure to demonstrate this due diligence will result in the removal of Offeror's proposal or withdrawal of the recommendation for award.

Question 13: **What's the turnaround time for the evaluation of the RFP?**

Response: Turnaround time is typically 6-8 weeks.

Question 14: **Is there a possibility for oral presentations to be allowed?**

Response: Yes